

Planning Commission Meeting

**700 Doug Davis Drive
Hapeville, GA 30354**

January 14, 2020

6:00PM

MINUTES

1. Welcome and Introduction

Chairman Brian Wismer called the meeting to order at 6:00 p.m. in the City of Hapeville Municipal Annex located at 700 Doug Davis Drive, Hapeville, Georgia 30354. Members in attendance included Vice Chairman Jeanne Rast, Lucy Dolan, Leah Davis, Larry Martin and Charlotte Rentz. City Planner Michael Smith and Secretary Adrienne Senter were also present.

Commissioner Cliff Thomas was unable to attend the meeting.

2. Election of Officers

2.I. Vice Chairman:

Motion Item: Larry Martin made a motion, Lucy Dolan seconded to re-elect Jeanne Rast as Vice Chairman of the Planning Commission.

Motion Carried: 5-0.

Chairman:

Motion Item: Lucy Dolan made a motion, Charlotte Rentz seconded to re-elect Brian Wismer as Chairman of the Planning Commission.

Motion Carried: 5-0.

3. Approval of Minutes

3.I. Minutes of December 14, 2019

MOTION ITEM: Jeanne Rast made a motion, Leah Davis seconded to approve the minutes of December 14, 2019 as submitted. Motion Carried: 5-0.

4. New Business

4.I. 360 Lake Drive - Site Plan Review

Background:

Caren Ann Nunnally is seeking site plan approval to construct a two-story single-family dwelling at 360 Lake Drive. The dwelling will be 2,529-sf and will include four bedrooms and three and a half bathrooms. The property is zoned R-SF, Residential-Single Family.

One tree to be removed, a 31" oak, is a landmark tree. The removal of landmark trees must comply with the City's Tree Ordinance. The applicant agreed to comply with the City's Tree Ordinance.

Commissioner Martin inquired regarding the use of the existing curb cut and the access to the adjacent property. Ms. Nunnally stated that based on the current curb cut and the location of the future driveway, the adjacent property will require an access easement for continued use.

In addition, the applicant should provide general design cross section characteristics for the sidewalk, driveway, and walkway.

Public Comment: None.

MOTION ITEM: Jeanne Rast made a motion, Larry Martin seconded to approve the site plan at 360 Lake Drive subject to the applicant providing the general design cross section characteristics for the sidewalk, driveway, and walkway. The applicant must meet the City's Tree Ordinance prior to the issuance of a land disturbance permit. Motion Carried: 5-0.

4.II. 515 Walnut Street - Site Plan Review

Background:

Asha Pittman on behalf of Gregory Evans requested site plan approval to construct a new one and a half story single-family dwelling at 515 Walnut Street. The property is zoned R-SF, Residential Single-family.

The lot is a corner lot, at the intersection of Walnut Street and North Fulton Avenue. The four-bedroom/three-bathroom dwelling will have 1,889 square feet of heated floor area, a 48 square foot porch, and a 197 square foot rear deck. Off-street parking will be provided by a side entry driveway accessed along North Fulton Avenue. The parcel is currently vacant.

The proposed structure sits within the west setback by two feet, which is not compliant.

Commissioner Martin inquired that as a possible resolution to the setback

issue, if the applicant could move the house closer to the adjacent property.

Ms. Pittman stated that they plan to move the home closer to North Fulton Avenue to avoid being closer to the existing neighboring property and to keep the chimney and additional square footage in the dining room.

Staff also identified two deficiencies in the submitted plans in which the applicant must update the plans to reflect the following:

1. The applicant should provide cross sections for all driveways, walkways, sidewalks, and curb cuts. Cross sections should be shown cutting across the pavement from the side to side, showing typical details of final construction.
2. The applicant should provide a development schedule.

In addition, staff noted the Mayor & Council passed a revision to the Tree Conservation Ordinance, which will come into effect January 17, 2020. All projects will be required to comply with the new Ordinance and must provide a Tree Conservation and Protection Plan for review by Staff prior to the issuance of a Land Disturbance Permit.

Public Comment: None.

MOTION ITEM: Lucy Dolan made a motion, Charlotte Rentz seconded to approve the site plan request at 515 Walnut Street and recommend the Board of Appeals grant the side yard setback request subject to the following conditions:

1. **Applicant must provide design cross sections for all driveways, walkways, sidewalks, and curb cuts.**
 2. **Applicant must provide a development schedule.**
 3. **Applicant must provide a Tree Conservation and Protection Plan prior to the issuance of a Land Disturbance Permit.**
 4. **Approval of the**
- Motion Carried: 5-0.**

4.III. 3436 Harding Avenue - Site Plan Review

Background:

David Cook requested site plan approval to construct a one and half story single family dwelling located at 3436 Harding Avenue. The property is zoned R-SF, Residential-Single Family.

The dwelling will have 1,800 square feet of living area, three bedrooms and

three bathrooms, and will be 25' high from the foundation. Parking will be provided by an existing garage in the rear of the lot, connected to the street via a nine-foot wide driveway. The lot is currently occupied by an existing garage.

The applicant provided revised plans that indicate the height of the structure and the rear setback.

The minimum setback for an accessory structure is 5' from the property line. The existing garage is setback 4.6' from the northern property line, which is not compliant.

The applicant indicated that the existing garage will be renovated, and the side wall will be removed and relocated beyond the 5' required setback.

Public Comment: None.

MOTION ITEM: Larry Martin made a motion, Lucy Dolan seconded to approve the site plan request for 3436 Harding Avenue provided the applicant submit revised plans to show the garage location within the setback. In addition, the applicant must provide a Tree Conservation and Protection Plan prior to the issuance of a Land Disturbance Permit. Motion Carried: 5-0.

4.IV. 3473 Harding Avenue - Site Plan Review

Background:

David Cook authorized representative for Juwan Thompson of Round Table Visions, LLC requested site plan approval to construct a one and half story single family dwelling located at 3473 Harding Avenue. The property is zoned R-SF, Residential-Single Family.

The dwelling will have 1,800 square feet of living area, three bedrooms and three bathrooms, and will be 25' high from the foundation.

Motion Item: Larry Martin made a motion, Lucy Dolan seconded to approve the site plan request for 3473 Harding Avenue provided the applicant submit a Tree Conservation and Protection Plan prior to the issuance of a Land Disturbance Permit. Motion Carried: 5-0.

5. Old Business

5.I. Administrative Variance - Text Amendment

Background:

Discussion on an amendment to the Code of Ordinances, Sec. 87-3-3(a) to provide a process for Administrative Variances. *This item was tabled at the December 14, 2019 meeting.*

Discussion ensued regarding the appeal process and percentage.

Commissioner Martin expressed concerns regarding the proposed review process and was in support of continuing the existing process of presenting all variance requests to the Board of Appeals.

Chairman Wismer stated that administrative variances are common practice amongst most municipalities and the ordinance, as proposed, is conservative.

MOTION ITEM: Lucy Dolan made a motion, Leah Davis seconded to table this item pending additional staff and legal review. Motion Carried: 5-0.

6. Next Meeting Date

- Tuesday, February 11, 2020 at 6:00 p.m.

7. Adjourn

There being no further discussion, the following action was taken:

MOTION ITEM: Jeanne Rast made a motion, Larry Martin seconded to adjourn the meeting at 7:26 p.m. Motion Carried: 5-0.

Respectfully submitted by,

Brian Wismer, Chairman

Adrienne Senter, Secretary